

## E-Mail ALPERSRU Y/02

### Subj: CGHRMS SOFTWARE RELEASE 7

- Ref: (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)  
(b) [Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(series\)](#)  
(c) [Source Data Automation II User Manual, HRSICINST M5231.2 \(series\)](#)  
(d) [E-Mail ALPERSRU C/02](#)  
(e) [E-Mail ALPERSRU D/02](#)  
(f) [E-Mail ALPERSRU AC/01](#)  
(g) [ALCOAST 473/01](#)  
(h) [ALCOAST 408/02](#)

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**Introduction** This E-Mail ALPERSRU describes additional entitlements being implemented in Coast Guard Human Resources Management System (CGHRMS) release 7. Detailed procedures for using CGHRMS can be accessed from the CGHRMS web site at: <http://cghrms.osc.uscg.mil>.

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**Overview** This release includes the following entitlements:

- [Special Duty Assignment Pay \(P607/P625\)](#)
- [Career Sea Pay/Time \(P607/P625\)](#)
- [Career Sea Pay Premium \(P607\)](#)
- [Hardship Duty Pay Location \(P607/P625\)](#)
- [Responsibility Pay \(P607/P625\)](#)
- [Diving Duty Pay \(P607/P625\)](#)
- [Aviation Crew Hazardous Duty Incentive Pay \(P607/P625\)](#)
- [Aviation Non-Crew Hazardous Duty Incentive Pay \(P607/P625\)](#)
- [Officer Uniform Allowance \(L66A\)](#)
- [Personal Monetary Allowance \(P603\)](#)
- [Civilian Clothing Monetary Allowance \(P603\)](#)
- [Flight Deck Hazardous Duty Incentive Pay \(P607\)](#)

The new functions are briefly described on the following pages. Please see the online help at Desk Reference Guides at <http://www.uscg.mil/hq/hrsic/guides.htm> for detailed procedural guidance. See references (a) through (c) for more information on these entitlements.

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**Implementation Dates** The transactions listed above will be enabled on 6 September 2002.

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#### CGHRMS Menu Path

The above entitlements can be administered using this menu path:

- Compensate Employees>Maintain Entitlements>Use>**Employee Entitlements**

This release provides the ability to create multiple entitlements for a unit in CGHRMS for the following entitlement: **Career Sea Pay/Time**. The menu path for multiple entitlement is:

- Compensate Employees>Maintain Entitlements>Use>**Manage Multiple Entitlements**
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#### Designation of PERSRU Supervisors Now Required

A new user role, *HRS Supervisor (CGHRSUP)*, has been added to facilitate review and approval of certain CGHRMS entitlement transactions. In this release, the Aviation Non-Crew/Crew Hazardous Duty Incentive Pay entitlements require CGHRSUP approval.

PERSRUs may designate CGHRSUP users by completing a User Access Form ([CG-HRSIC-7421/2](#)) and faxing it to the CGHRMS Help Desk (fax number is on the form). When completing the form, select the CGHRS role in item 7 and check the supervisor box. Recipients of this role must have a Payment Approving Official (PAO) designation on file with HRSIC (MAS) before their CGHRMS access will be upgraded. Follow the procedures on page 1-8 of reference (b) to complete PAO designations.

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#### Manual Row Switch

CGHRSUP role users will also have access to the *Manual Row Switch*. The manual row switch allows the user to override system edits. It may be necessary to override the edits when they prevent a transaction from saving (i.e. Cannot start an entitlement because CGHRMS has not yet been updated from JUMPS). CGHRS role users will not have this capability.

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**Approval  
Process**

The Aviation Non-Crew/Crew Hazardous Duty Incentive Pay entitlements will need to go through a review and approval process for submission to JUMPS.

- CGHRS (PERSRU) – Users assigned to this role will be able to create and save these entitlements. They will also be able to send the entitlements to auditor/supervisor's worklist for approval. These role users will not be able to approve these entitlements.
- CGHRSUP (PERSRU Supervisors) – Users assigned to this role will be able to create and/or approve these types of entitlements. Transactions for approval can be accessed from the user's worklist.

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**Special Duty  
Assignment Pay  
(SDAP)**

Starts and stops to SDAP shall be submitted through CGHRMS effective with this release. An ALPERSRU implementing the SDAP changes in reference (h) will be issued within the next two weeks.

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**Career Sea Pay  
(CSP)**

As prescribed in references (d) and (e), when a member goes TDY to sea duty, it is essential that a P620 transaction be submitted in order for the member to be paid the correct career sea pay and subsistence entitlements. This must continue to be done in SDA II. If member is being permanently assigned to a unit that is CSP eligible, then the entitlement should be started in CGHRMS.

**Note:** Mobile units have special procedures. Mobile unit personnel (other than administrative personnel) should have their career sea pay started in CGHRMS upon reporting to the mobile unit. When personnel go TDY to a vessel, as prescribed in references (d) and (e), a P620 transaction should be submitted to pay the proper subsistence; however, element codes 11 through 13 should not be used on the P620. This is to ensure that mobile unit personnel continuously receive Level One CSP rates, as authorized in references (f) and (g).

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**Career Sea Pay Premium**    All members who have 36 months of consecutive sea time are eligible for Career Sea Pay Premium, as discussed in references (f) and (g). With the conversion of Career Sea Pay and Career Sea Pay Premium to CGHRMS, PERSRUs no longer have the ability to run the Sea Duty/Sea Pay Premium Report in SDA-II (page 17-37, reference (c)). PERSRUs may either establish local tracking system to identify members reaching 36 months consecutive sea time, or may send a request to HRSIC (MIS), via email to [Adhoc@hrsic.uscg.mil](mailto:Adhoc@hrsic.uscg.mil) to receive an adhoc report of members who have accumulated 36 months consecutive sea time. Ask for saved report "SVSEAPREM".

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**Officer Uniform Allowance**    CWO appointments and OCS graduates will automatically be paid Officer Uniform Allowance via CGHRMS.

- When the CG Personnel Command promotes an enlisted member to warrant officer, the system automatically generates two transactions in addition to the promotion transaction:
  1. A P203 to discharge the member from enlisted ranks.
  2. An L66B transaction to pay the new CWO the appropriate officer uniform allowance.
- When the Academy promotes OCS graduates, CGHRMS automatically generates an L66B transaction to pay the new officers the appropriate officer uniform allowance. The Academy will also generate a second officer uniform allowance for those members who are entitled to it.
- PERSRUs no longer need to submit P203 transactions (for enlisted personnel being promoted to CWO) or L66B transaction as prescribed in reference (c).
- The provisions of reference (c) concerning the P609 OHA transaction and P607 inadequate quarters transactions continue to apply. If one of your members is promoted to CWO and is receiving OHA, or is residing in inadequate quarters, transaction submission(s) are required to update the OHA/inadequate quarters checkage amounts.

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#### Entitlement Processing In Conjunction With PCS Transfers

PCS Endorsement transactions effect auto shutdown of several entitlements, including the following entitlements in CGHRMS releases 6 and 7:

Entitlement	Automatic Shutdown Effective	Effected By
Special Duty Assignment Pay	Day prior to departure PCS	Departing L68C
Career Sea Pay/Time & Premium	Date of departure PCS	Departing L68C
Hardship Duty Pay Location	Date of departure PCS	Departing L68C
Responsibility Pay	Day prior to departure PCS	Departing L68C
Diving Duty Pay	Date of departure PCS	Departing L68C
Aviation Crew / Non-Crew Pay	Date of departure PCS	Departing L68C
Imminent Danger Pay & Combat Tax Exclusion	Last day of month of departure PCS	Departing L68C
Family Separation Allowance FSA-S	Date of departure PCS	Departing L68C
Family Separation Allowance FSA-R/T	Day prior to reporting PCS less authorized delay	Reporting L68C

Two things to keep in mind when processing entitlements which start or stop in conjunction with a PCS are:

1. When an entitlement is auto shutdown by PMIS/JUMPS, there is no need to input a stop date in the CGHRMS entitlement row for the entitlement. HRSIC will run a resynchronization program after each weekly update cycle. The program will automatically record the PMIS/JUMPS stop date in the CGHRMS entitlement row.
2. When a member reports PCS, and one of the above entitlements is being started, it is essential that the reporting L68C transaction be input through SDA-II prior to or at the same time that the new entitlement is started in CGHRMS. If the entitlement start action is input into CGHRMS for an update cycle prior to input of the L68C in SDA-II, the entitlement start transaction will reject on the exception report because it will conflict with the PMIS/JUMPS auto shutdown action.

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**Correcting or  
Deleting  
Transactions  
Originally  
Entered Using  
SDA II**

Transactions for the above entitlements, which were originally submitted in SDAII, can be corrected or deleted in CGHRMS. CGHRMS will only allow this for entitlements that were created in SDAII within the 90-day retroactive processing period or for current entitlements started outside the current retro period.

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**SDA II Future  
Dated  
Transactions**

The ability to input Special Duty Assignment Pay, Career Sea Pay, Career Sea Pay Premium, Hardship Duty Pay, Responsibility Pay, Diving Duty Pay, Aviation Crew/Non-Crew Hazardous Duty Incentive Pay, Officer Uniform Allowance, Personal Monetary Allowance, Civilian Clothing Monetary Allowance, and Flight Deck Hazardous Duty Incentive Pay transactions will not be accessible in SDA II on 4 September 2002. Any of these transactions that need to be prepared on or after 4 September 2002 must be recreated in CGHRMS beginning on 6 September 2002.

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**CGHRMS  
Availability**

CGHRMS will not be taken offline for this release. However, the entitlements menu items (including those from the previous release) may not be available for a short period of time while the new transactions are migrated to the production system.

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**Resources**

In addition to references (a) through (h) and the CGHRMS online help, the following resources are available:

- Entitlements Desk Reference Guides. These guides provide detailed procedural guidance for administering each of the entitlements listed above: <http://www.uscg.mil/hq/hrsic/guides.htm>
- CGHRMS Test and Training Site. PERSRU users can practice and learn these applications by logging on to our test system at:

<http://cghrmsdev.osc.uscg.mil:7030>

Please take advantage of the opportunity to learn these new entitlements. Transactions input in the test environment will not be possessed in PMIS/JUMPS.

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**PERSRU  
Action** Please ensure widest distribution of this E-Mail ALPERSRU to units in your area of responsibility.

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**Questions** Questions may be directed to the CGHRMS Help Desk at 785-339-3540 or via e-mail to [HRSIC-CGHRMS@hric.uscg.mil](mailto:HRSIC-CGHRMS@hric.uscg.mil). CGHRMS instructions, [Entitlements Desk Reference Guides](#), and user access forms can be obtained from the CGHRMS web site at <http://cghrms.osc.uscg.mil>.

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**Released by** Internet release authorized.

  
H. W. HEINEKEN  
Deputy Director